



# Michael Page

www.michaelpage.co.jp

## Project Coordinator

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#### Job Information

##### Recruiter

Michael Page

##### Job ID

1498548

##### Industry

Retail

##### Job Type

Temporary

##### Location

Tokyo - 23 Wards

##### Salary

5.5 million yen ~ 6.5 million yen

##### Refreshed

October 14th, 2024 15:25

#### General Requirements

##### Career Level

Mid Career

##### Minimum English Level

Daily Conversation

##### Minimum Japanese Level

Business Level

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

Permission to work in Japan required

#### Job Description

At top luxury company, you'll have the opportunity to contribute to a leading global luxury group renowned for its innovation and excellence.

##### Client Details

Our client have strong brand value and develops well all over the world. Their exciting blend of technology and luxury are emphasizing the innovative projects, collaborative culture, and growth opportunities that will appeal to top IT talent.

##### Description

- Create and maintain project schedules, ensuring timely completion of tasks and adherence to deadlines.
- Schedule and facilitate project meetings, prepare agendas, and document meeting minutes.
- Track project expenses and ensure they remain within the allocated budget.
- Monitor project outputs to ensure they meet the required quality standards and specifications.
- Maintain records of compliance and regulatory documentation

##### Job Offer

- Good benefit packages work-life balance
- Hybrid working style
- Cooperate and develop each other
- Supporting to get good career-up plans

To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Ayaka Iwaki at +81 3 6832 8658.

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### Required Skills

- Knowledge of IT infrastructure such as server, network, security to understand infrastructure systems.
  - Excellent verbal and written communication skills for interacting with vendors and team members in Japanese and English.
  - Ability to identify issues and develop effective solutions quickly.
  - Ability to collaborate with teams and vendors.
  - Flexible mindset to adopt environmental change.
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### Company Description

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